

Sheffield
Hospitals
Charity

Trustee Pack

September 2024

An introduction from our **Chair**

Thank you for considering joining us as a trustee of Sheffield Hospitals Charity.

Our charity is special. We're here to help people show their gratitude for the care they receive from Sheffield's NHS and to make a difference to the lives of patients, their families and our local NHS staff. Our work means we can provide additional funding to Sheffield Teaching Hospitals NHS Trust and Sheffield Health and Social Care NHS Trust who support people on every stage of life's journey.

We refresh our board of trustees regularly to ensure we can provide our enthusiastic, energetic and very capable management team with the additional skills and experience they need to achieve the best outcomes. As chair I want to ensure our board includes people from a variety of backgrounds with the wisdom and curiosity needed to provide constructive challenge, encouragement, inform debates and give insight from their experience in other fields.

My ambition is to keep us tightly focussed on our strategic priorities, on building deep, long term relationships with new and existing stakeholders and ensuring our standards of governance discharge the duty of care we owe to the people of Sheffield.

My job as chair is to ensure that we maximise the fresh-thinking, capabilities and passion to make a difference which you will bring to help us on the next stage of our evolution.

I hope this pack inspires you to think seriously about joining our board and I look forward to reading your application.

Adrian Stone, Chair



We are Sheffield Hospitals Charity

We help Sheffield's hospitals, community teams and health and social care services to cover costs their NHS budgets can't. We fund support for patients and staff, life-changing research and more, so that we can enhance care from **birth to the end of life and everything in between.**

We provide additional funding to **Sheffield Teaching Hospitals NHS Foundation Trust** and **Sheffield Health and Social Care NHS Foundation Trust** who support people at every stage on life's journey. From welcoming babies into the world on the **Jessop Wing**, to supporting cancer care at **Weston Park**, and specialist care at the **Royal Hallamshire, Charles Clifford** and the **Northern General**.

Somewhere along the line, our funding is likely to have helped you or someone you love.

As well as funding provisions for patients, our grants also contribute to training, equipment and wellbeing projects for NHS professionals.

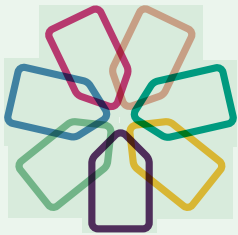
By looking after the staff and services at the centre of patient care, we're making sure they're ready to look after you.

The work we fund is only possible through generous donations, fundraising events, corporate support and a coming together of our community. With your help, we'll make sure that the care you and your loved ones receive is the best it can be.

Further information:

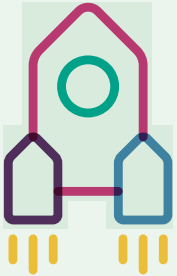
[Sheffield Hospitals Charity Strategy 2024-27](#) and [Impact Report 2023/24](#).

Our values



We're the best together

We work collaboratively with our beneficiary Trusts and other organisations to have the greatest impact for the people of Sheffield. We help our supporters and volunteers to give back to the NHS in ways that suit them. We employ talented people and encourage each other to be the best we can be.



We go the extra mile

Whether you're a patient, NHS staff, supporter or employee, we strive to make people feel uplifted. Our funding is always above and beyond what the NHS can provide, and we ask: how can we fund the best outcomes in this area? We go the extra mile for each other, our beneficiaries and our supporters, and ask: how can we help? As a team, we celebrate our successes and work hard to improve and innovate.



We look to the future

We help build a brighter future for the NHS in Sheffield. When funding, we ask: how will this help our Trusts now and in the future? As a charity, we aim to be financially and environmentally sustainable. When investing in our charity, we ask: does this help build a sustainable organisation and a happy, productive team?

What we're looking for

We are looking for people willing to bring energy, enthusiasm and commitment, and who will broaden the diversity of thinking on our board.

We are particularly interested to hear from people who:

- Have fundraising and / or marketing and communications experience
- Have grant-making and / or high-level charity management experience.
- Are able to support the development of the charity through their networks.

Sheffield Hospitals Charity is committed to equity and diversity and we positively welcome applications from all backgrounds and sections of the community. Should you require any assistance in applying for the position, please get in touch. If you can bring a new perspective, we would love to hear from you.

You do not need previous governance experience – we will provide a full induction and training.

How to apply

Please send a CV and a personal statement to Bev Johnson (bev.johnson@shct.nhs.uk) detailing: why you'd like to be a part of Sheffield Hospitals Charity's transformation, how your experience relates to what we're looking for, and how you feel you would be bringing a different perspective.

Application deadline: Monday 30 September 2024

Informal meeting with Chair: October 2024

Formal interview with Chair, a Trustee and CEO: Early November 2024

If appointment is confirmed, first Board meeting: 10:00-13:00 Thursday 5 December

Trustee **Role Description**

As a trustee, you will be helping to shape and grow Sheffield Hospitals Charity so that we can provide more support to Sheffield's NHS and therefore our loved ones, in this city that we call home.

Our trustees play a vital role in making sure that Sheffield Hospitals Charity achieves its core purpose. They oversee the overall management and administration of the charity. They also ensure that the charity has a clear strategy and that our work and goals are in line with our vision. Just as importantly, they support and challenge the executive team to enable the charity to grow and thrive, and through this, fund more support for patients and staff, life-changing research and more, across Sheffield Teaching Hospitals NHS Foundation Trust and Sheffield Health and Social Care NHS Foundation Trust.

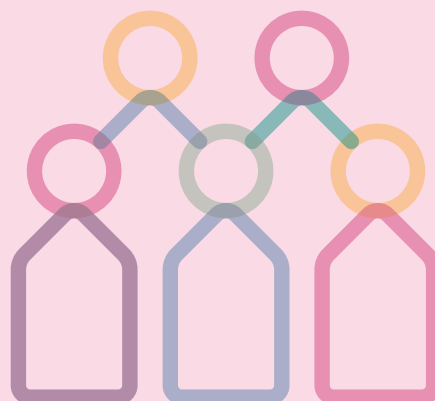
Board members have a collective responsibility. This means that trustees always act as a group and not as individuals.



Trustee Duties

- Support and provide advice on Sheffield Hospitals Charity's purpose, vision, goals and activities.
- Approve operational strategies and policies, and monitor and evaluate their implementation.
- Oversee Sheffield Hospitals Charity's financial plans and budgets and monitor and evaluate progress.
- Ensure the effective and efficient administration of the organisation.
- Ensure that key risks are being identified, monitored and controlled effectively.
- Review and approve Sheffield Hospitals Charity's financial statements.
- Provide support and challenge to Sheffield Hospitals Charity's CEO in the exercise of their delegated authority and affairs.
- Keep abreast of changes in Sheffield Hospitals Charity's operating environment.
- Contribute to regular reviews of Sheffield Hospitals Charity's own governance.
- Attend Board meetings, adequately prepared to contribute to discussions.
- Use independent judgment, acting legally and in good faith to promote and protect Sheffield Hospitals Charity's interests, to the exclusion of their own personal and/or any third-party interests.
- Contribute to the broader promotion of Sheffield Hospitals Charity's objects, aims and reputation by applying your skills, expertise, knowledge and contacts.

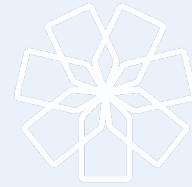
There will be times when the trustees will need to be actively involved beyond Board meetings. This may involve scrutinising board papers, leading discussions, focusing on key issues, providing advice and guidance on new initiatives, presenting externally, or other issues in which the trustee has special expertise.



Personal **skills** and **qualities**

- Willingness and ability to understand and accept their responsibilities and liabilities as trustees and to act in the best interests of the organisation.
- Ability to think creatively and strategically, exercise good, independent judgement and work effectively as a board member.
- Effective communication skills and willingness to participate actively in discussion.
- A strong personal commitment to equity, diversity and inclusion.
- Enthusiasm for our vision and mission.
- Willingness to lead according to our values:
 1. We're the best together
 2. We go the extra mile
 3. We look to the future
- Commitment to Nolan's seven principles of public life: selflessness, integrity, objectivity, accountability, openness, honesty and leadership.





Terms of appointment

Trustees are appointed for a three-year term of office, renewal for two further terms to a maximum of nine years.

This is a voluntary position, but reasonable expenses are reimbursed.

Time commitment:

- Attending five Board meetings annually (15hours in total). Currently meetings are held in person during working hours at the Charity's offices. Trustees join remotely via MS Teams when they are unable to join in person.
- Attending on a maximum of three annual strategy and planning days.
- Annual one-to-one meeting with the Chair of the Board.

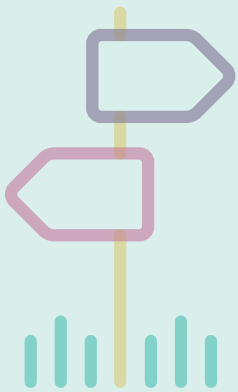
Committee membership

Ad hoc and occasional support through working groups and / or support to the executive team. At present Sheffield Hospitals Charity has two sub-committees: Grants Investment Panel, and Finance and Performance Committee, which meet six times and five times each year respectively.

Skills and knowledge needed

- Sound understanding and knowledge of the NHS
- Sound understanding and knowledge of charity management
- Strong interpersonal and communication skills
- Strong leadership and people management skills
- Good IT skills (Including Microsoft Word, Excel, PowerPoint)
- Take an interest in and respect the viewpoints of others
- Access to email, WhatsApp and telephone

Where to **find us**



Sheffield Hospitals Charity,
Leah's Yard,
20 Cambridge Street
Sheffield
S1 4HP



www.sheffieldhospitalscharity.org.uk



sheffieldhospitalscharity



sheffieldhospitalscharity



sheffhospitalcharity



SHCFundraising